

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SPECIFICATIONS FOR JANITORIAL SERVICE

AIR TRAFFIC CONTROL TOWER (ATCT) AND BASE BUILDING
ORLANDO INTERNATIONAL AIRPORT
ORLANDO, FLORIDA

1. SCOPE: The intent of the specifications is to outline the minimum requirements for janitorial services to be performed at the 26,641 square foot Orlando ATCT, BASE and ESU Building. Exhibit A lists the rooms, services required, and frequency with which they are to be performed.

2. GENERAL INFORMATION: The building in which the work of the contract is to be performed is tenanted by Government officials and employees and is visited daily by many persons who are required to conduct business with the Government. For the protection of the building and its equipment and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence given to such practices by dirt in corners, mop slashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor and he will be required to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such request will result either in the corrective work being done by the Government employees and the cost charged to the Contractor, or in the termination of the contract, or both as provided elsewhere herein.

3. STANDARD OF SERVICES: The standard of cleanliness to be maintained will be at the discretion of the Airway Facilities Sector Field Office Manager or his/her designated representative. The Contractor will be required to attend a conference prior to the start of this contract with the Contracting Officer's Representative for the purpose of resolving the work schedule, the equipment supply lists, and any other part of the contract. The Contractor must contact the Airway Facilities Sector Field Office Manager or his/her designated representative to determine the name of the individual who will represent the Government and arrange for the time of the pre-contract conference. Quarterly conferences will be held with the Contractor and Contract Officer's Representative to facilitate communication and eliminate any problems which may arise. Whenever the term "Building Superintendent is mentioned, it shall be construed to mean the Airway Facilities Sector Field Office Manager or his/her designated representative (Contracting Officer's Representative).

4. GOVERNMENT FURNISHED PROPERTY: Electrical power will be furnished by the Government from existing power outlets for the Contractor to operate such equipment as is necessary in the conduct of his work. The Government will also make available to the Contractor the use of hot and cold water, in the toilets and janitorial closet, in the amount necessary to accomplish the work.

5. CONTRACTOR FURNISHED PROPERTY: The Contractor is required to furnish all mechanical and electrical apparatuses, carts, ladders, hand tools, cleaning and dusting materials, plastic bags, waxes, solvents, rags, steel wool, hand soap, hand towels, toilet paper and other supplies required including disinfectants, deodorizers, and insecticides. The Contractor must submit a complete list of all such items that he intends to use prior to the start of this contract for the approval of the Contracting Officer's Representative. The Contractor must also properly identify all equipment and maintain this equipment in proper working order.

6. SUPERVISION: If in the opinion of the Building Superintendent and the Contracting Officer, the supervision furnished by the Contractor is not satisfactory, the Contractor will be so notified in writing and will be placed on two week's notice to correct the supervisory deficiency. The Contractor is responsible to see that all scheduled work is accomplished either by being present or by periodic visits and inspections of the areas covered by the contract.

7. WORK SCHEDULE: This contract requires that the Contractor prepare and submit to the Building Superintendent for approval, a completed weekly schedule of all specified contractual work within two weeks of award of the contract. It may become necessary on occasion that the Contractor or his representative will be instructed to cease operation. Recognition must be taken of this "stop work" order and the Contractor will not be penalized because the normal work which otherwise would have been accomplished during the interval has been neglected.

8. WORK REQUIREMENTS: All services must be performed between the hours of 6:00 a.m. and 6:00 p.m. , unless otherwise coordinated with Building Manager, Contracting Officers Representative or his/her representative.

NOTE: The Contractor must inform himself/herself of the difficulties attendant upon the cleaning of security areas in the building covered by this contract and include in his/her bid all costs in connection herewith. The Control Rooms, Electronic Equipment Rooms, and Tower Cab are the security areas. The work performed in these areas is directed toward the control and separation of air traffic in the area. The importance of this operation cannot be over stressed. Interference of any kind by the Contractor, his/her employees, or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could result in the loss of human life.

A. General Requirements

(1) Clean all waste containers by washing or damp wiping inside and out at such a rate that all will be taken care of once each 30 days or more often if objectionable odor is present.

(2) The Breakroom must be cleaned and all tables, stoves, sinks, etc. must be wiped off with a damp cloth. Ash trays be washed thoroughly in soap and hot water. Also include wiping out all microwaves with a damp cloth.

(3) Contractor must furnish adequate waste containers and plastic bags to accommodate all waste paper, bottles, cups, lunch/ready room garbage, etc. Containers must be covered and placed in the location provided by the FAA. This waste must be removed from the premises according to the collection schedule. All waste containers used in the building will be lined with plastic bags. All trash placed in dumpster will be in plastic bags and tied. All boxes will be broken down and flattened before placing in trash containers.

(4) The Contractor must collect and remove from the building all packing material and empty shipping containers as directed by the Building Superintendent.

(5) The Contractor must provide adequate supervision at all times to insure complete and satisfactory performance in accordance with the terms of the contract.

(6) The Contractor and his/her employees will be required to present an FAA Contractor identification badge for admission into the building and to wear identification pass during the time they are in the building. The Manager/supervisor and all employees of this contract will be required to undergo a security background check and finger printing.

(7) The Contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the building and to parking in authorized spaces provided.

(8) The Contractor will be responsible for seeing that his/her employees do not displace papers on desks, open desk drawers or cabinets, or use telephones provided for official Government use. No personnel other than those actually performing or supervising the work to be done must be allowed on the premises.

(9) Emergencies:

(a) In case of any emergency condition involving water leakage or flooding in a particular section of the building or other occurrences requiring immediate correction, the Contractor must divert his/her force, or such part thereof as is necessary from their normal assigned duties to meet the condition.

(b) When the employees are no longer needed for the special work, they must be directed by the Contractor to return to their normal work. No additional cost shall be charged the Government for the diversion of the Contractor's employees from their normal work to the special work; however, recognition shall be taken of the diversion and the Contractor will not be penalized because the normal work has not been accomplished.

(10) The Contractor must also:

(a) Arrange for personnel to report fire, hazardous conditions and items in need of repair including dead lights, leaky faucets, toilet stoppages, etc.

(b) Be responsible for seeing that rooms in security areas are locked after cleaning and keys are returned to a designated recipient.

(c) Arrange with the Building Superintendent for the training and certification of sufficient laborers for the necessary operation of elevators to transport the Contractor's personnel, equipment, and supplies during the conduct of his/her work.

(11) Weekly work report:

To facilitate inspection by Government representatives, the Contractor must submit a work report each week of the jobs performed that week. He/she must also submit a report of all the work he proposes to do the coming week. These two reports must be submitted on the first working day of the new week (Monday, Tuesday, or whatever it may be).

(12) Storage space, janitor's closets and locker rooms:

(a) Space available in the building for storage purposes will be assigned to the Contractor for the storage of his/her bulk supplies and the equipment which he/she will use in performance of the work of the contract. He/she will be expected to keep this space in a neat and orderly condition.

(b) Janitor's closets may be used by the individual cleaners for storing mops, brooms, dust cloths and other items. It will be necessary that these closets and the stored equipment be kept scrupulously neat and clean; otherwise, fire and health hazards may be created. Odors and vermin could develop and be disseminated throughout the building.

(c) Failure to keep any of the facilities described above in a condition satisfactory to the Contracting Officer's Representative may result in the withdrawal of the privileges of using them or the Contracting Officer's Representative may have them cleaned and the cost of such work charged to the Contractor.

(d) The Government will not be responsible for damage to the Contractor's stored supplies, materials or equipment; the supplies, materials or equipment kept in janitor's closet; or the Contractor's employees' personal belongings occasioned by fire, theft, accident or otherwise.

B. Explanation of Terms

(1) Scrubbing:

Whenever it is stated that certain areas are to be scrubbed unless the scrubbing is otherwise described, it is intended that it be performed by machine or by hand with a brush. The building Superintendent will determine which method is used to satisfactorily scrub area. The area being scrubbed will be roped off and a warning sign posted.

(2) Mopping:

Whenever wet mop is referred to, it must mean to use a mop and hot or warm water with detergent to remove grime and dirt from the floor and then using a mop and clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry. Damp mopping is similar to wet mopping except that the amount of water in the mop must be reduced so as to prevent the running of water where it may damage adjacent areas not intended to be wetted.

(3) Floor washing:

This technique is used at facilities where there is rubber matting. This should be washed with hot soapy water and thoroughly dried, or if the mats are removable, taken up and washed outdoors and left to dry. After they are thoroughly dry they should be reinstalled on the facility floor making sure that the floor itself is thoroughly dry.

(4) Stripping:

Whenever stripping is referred to, it shall mean to strip waxed floor with suitable stripping agent using the proper stripping pad. Rinse the floor a minimum of two times using warm water and a clean mop and removing all old wax and debris from the floor. After every stripping operation, when the floor is thoroughly clean and dry, a minimum of three heavy coats of a heavy duty floor finish must be applied with a clean mop. The mop used for waxing must be kept very clean and used for applying wax only. Also the mop used for rinsing floor must be kept very clean and used only for this purpose.

(5) Waxing:

Whenever waxing is referred to it shall mean to apply a minimum of one heavy coat of heavy duty wax with a clean mop used only for this purpose. Exception: After stripping a minimum of three heavy coats of this wax must be applied.

(6) Buffing:

Whenever buffing is referred to it must mean to spray buff with a minimum of one heavy coat of the proper wax. A final buff must be made with a felt pad to give mirror finish on floors.

(7) Shampoo:

Whenever shampoo is referred to it must mean to shampoo the carpets using suitable shampoo machine and a solution of commercial carpet/rug shampoo diluted ten parts warm water to one part shampoo. The carpet must be vacuumed clean before shampooing. Care must be taken to prevent saturation of carpet with water.

9. SPECIFICATIONS FOR JANITORIAL SERVICES REQUIRED IN EXHIBIT A:

- A. Vacuum Carpet: Vacuum carpet with an industrial type vacuum cleaner. Furniture is not to be moved.
- B. Shampoo Carpet: Shampoo the carpet using a suitable shampoo machine and a solution of commercial carpet/rug shampoo mixed with water in the ratio recommended by the shampoo manufacturer. The carpet must be vacuumed clean before shampooing. Care must be taken to prevent saturation of carpet with water.
- C. Vacuum/Sweep Tile Floor: Keep floors clean either by sweeping or by vacuum cleaner. Care must be taken to keep corners and areas adjacent to furniture and equipment clean.
- D. Mop Floor: Mopping must mean to use a mop and hot or warm water with detergent to remove grime and dirt from the floor and then using a mop with clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry.
- E. Mop/Buf Tile Floor: Damp mop and polish the floor to remove traffic marks. Temper overall floor luster to uniform appearance.
- F. Mop/Wax/Buf Tile Floor: Mop floors and add wax to heavily used areas and buff to produce an even, clean, and uniform appearance. Do not apply wax over soil, smudges or other marks.
- G. Mop/Strip/Wax/Buf Tile Floor: Consists of planned and scheduled maintenance of floors by cleaning and removal of old wax and the application of wax and polishing the waxed area. Non permanent items will be moved from the area during waxing and returned after completion.
- H. Clean Plumbing Fixtures and Mirrors: Remove residue from fixtures and clean and polish to present a cleaned and polished appearance. Mirrors must be cleaned and wiped dry to leave a clean surface free of streaks or smudges.
- I. Collect Paper and Trash: Remove trash from waste receptacles. Remove boxes or other materials left in disposal areas. Remove and dispose of trash in accordance with local requirements.
- J. Spot-Clean Walls/Partitions: Remove smudge marks on surface by using appropriate cleaning products.
- K. Clean Furniture: Duster damp wipe upholstered furniture. Wash un-upholstered furniture.
- L. Replenish Soap and Paper: Refill liquid hand soap containers. Check soap dispensers for proper operation, clean as required. Provide soap bars as required. Paper dispensers will be refilled as required to provide availability.
- M. Clean Light Fixtures and Spot-Clean Walls and Ceilings: Remove buildup from fixtures, ceiling and walls using appropriate cleaning methods.
- N. Dust: Remove dust from furniture, window sills and other low surfaces. No electronic equipment will be dusted. Papers or working materials will not be disturbed during the dusting process.
- O. Wash Windows (inside): Windows will be cleaned and left free of smudges or marks. Cleaning solutions used must not produce a film.

P. Wash Windows (outside): Same method as inside.

Q. Clean Venetian Blinds and/or Drapes: Wash blind slats and clean the tapes and cords by brushing with a stiff brush or by washing. Clean surface of drapes to keep dust free.

R. Clean Glass Walls: Remove dirt or smudges and leave surface clean and free of film.

S. Clean Glass Doors: Remove hand prints on metal and glass surfaces. Clean glass and leave free of film.

T. Clean Bright Metal: Clean and polish bright metal such as door knobs, door hand releases and trim.

U. Police: Pick up trash and dispose of in accordance with local requirements.

V. Vacuum or Sweep Floor: Vacuum exposed carpet with an industrial type vacuum cleaner. Furniture is not to be moved. Carpet under furniture is to be cleaned with a whiskbroom as needed. Sweep non carpeted floors using a push broom or vacuum cleaner.

W. Vacuum Wall Carpets: Vacuum exposed carpet with an industrial type vacuum cleaner. No equipment is to be moved to facilitate cleaning.

LOBBY/ENTRANCE AREAS 1ST FLOOR ELEVATOR LOBBY CLEANING

LIST OF DUTIES

DAILY: FIVE (5) DAYS PER WEEK

- SWEEP/ENTRANCE AREA
- SWEEP/DAMP MOP TILE AREA

WEEKLY:

- CLEAN GLASS WALLS/DOORS
- DUST/REMOVE COBWEBS
- CLEAN BASEBOARDS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS
- MOP/BUFF (TILE FLOORS AREA)

SEMI-ANNUAL:

- MOP/WAX/BUFF (TILE FLOOR AREA)

ANNUAL:

- MOP/STRIP/WAX/BUFF (TILE FLOOR AREA)

ELEVATOR

LIST OF DUTIES

DAILY: TWICE (2) PER WEEK

- CLEAN DOORS, TRACKS, WALLS, CEILING AND CONTROL PANEL
- SWEEP/VACUUM/ SPOT CLEAN CARPET

ANNUAL:

- CLEAN CARPET

HALLWAY/CORRIDOR CLEANING
1ST/12TH/13TH FLOOR

LIST OF DUTIES

DAILY: FIVE (5) DAYS PER WEEK

- VACUUM CARPET (13TH FLOOR)
- CLEAN AND POLISH WATER FOUNTAINS
- SWEEP DAMP MOP (TILE FLOOR 1ST, 12TH FLOOR)

WEEKLY:

- SPOT CLEAN CARPET (13TH FLOOR)
- SPOT CLEAN WALLS
- CLEAN BASEBOARDS
- DUST/REMOVE COBWEBS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- MOP/STRIP/WAX/BUFF (TILE FLOOR AREAS 1ST, 12TH FLOORS)
- CLEAN CARPET

CONFERENCE/TRAINING ROOMS

LIST OF DUTIES

DAILY: TWICE (2) DAYS PER WEEK

- EMPTY TRASH (REPLACE LINERS IF NECESSARY) WIPE DOWN CONTAINERS

WEEKLY:

- VACUUM CARPET
- SPOT CLEAN CARPET

MONTHLY:

- DUST
- CLEAN BASEBOARDS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- CLEAN CARPET

BREAKROOM CLEANING

LIST OF DUTIES

DAILY: SEVEN (7) DAYS PER WEEK

- RESTOCK DISPENSERS
- EMPTY TRASH, DISINFECT CANS AND REPLACE LINERS
- SWEEP AND DAMP MOP FLOORS WITH DEODORIZED/DISINFECTANT WATER
- WIPE/CLEAN MICROWAVE OVENS
- WIPE SINK AND COUNTERTOP
- SPOT CLEAN WALLS
- VACUUM CARPET (13TH FLOOR)

WEEKLY:

- WIPE REFRIGERATOR, TABLE AND CHAIRS
- CLEAN BASEBOARDS
- SPOT CLEAN CARPET (13TH FLOOR)
- WIPE DOWN WINDOW SILLS/CLEAN VERTICAL BLINDS
- WASH WINDOWS (INSIDE)

MONTHLY:

- MOP/BUFF (TILE 1ST FLOOR)

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

SEMI-ANNUAL:

- MOP/WAX/BUFF (TILE 1ST FLOOR)

ANNUAL:

- MOP/STRIP/WAX/BUFF (TILE 1ST FLOOR)
- CLEAN CARPET (13TH FLOOR)

STAIRWELLS 13TH FLOOR TO CAB

LIST OF DUTIES

DAILY: FIVE (5) DAYS PER WEEK

- SWEEP, VACUUM STAIRWELL AND HALLWAY AREAS
- SPOT CLEAN WALLS

WEEKLY:

- CLEAN RAILINGS
- DAMP MOP STAIRWELL

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS
- CLEAN BASEBOARDS

ANNUAL:

- CLEAN CARPET

STAIRWELL/TOWER SHAFT 11TH FLOOR DOWN

QUARTERLY:

- CLEAN RAILINGS
- SWEEP/VACUUM/DAMP MOP LANDING AREAS
- REMOVE COBWEBS

ANNUAL:

- SWEEP/VACUUM/DAMP MOT STEPS
- CLEAN LIGHT FIXTURES/ VENTS

TOWER CAB

LIST OF DUTIES

DAILY: SEVEN (7) DAYS PER WEEK

- VACUUM CARPET
- EMPTY TRASH (REPLACE LINERS IF NECESSARY) WIPE DOWN CONTAINERS
- CLEAN AND SANITIZE SINK

WEEKLY:

- DUST
- CLEAN WINDOW SILLS
- SPOT CLEAN CARPET
- CLEAN BASEBOARDS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- CLEAN CARPET

JANITORS CLOSET

MONTHLY:

- MOP FLOOR
- CLEAN PLUMBING FIXTURES
- SWEEP/VACUUM

ANNUAL:

- CLEAN LIGHT FIXTURES/VENTS

RESTROOMS/LOCKER ROOMS (1ST/13TH & ESU)

LIST OF DUTIES

DAILY: SEVEN (7) DAYS PER WEEK

- CLEAN AND SANITIZE TOILETS, URINALS AND BOWLS
- CLEAN AND SANITIZE SINKS
- CLEAN AND SANITIZE MIRRORS AND BRIGHT METALS
- RESTOCK DISPENSERS
- EMPTY TRASH AND REPLACE LINERS
- SWEEP/MOP FLOORS WITH DEODORIZED/DISINFECTANT WATER
- PLACE DEODORIZER BLOCKS IN URINALS (AS NEEDED)

WEEKLY:

- WIPE STALL PARTITIONS
- SPOT CLEAN WALLS
- VACUUM FLOOR (LOCKER AREA 13TH FLOOR)

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

EXTERIOR AREAS/PATIO BREEZEWAY

DAILY: FIVE (5) DAYS PER WEEK

- POLICE
- KEEP DUMPSTER AREA CLEAN AND FREE OF UNSIGHTLY TRASH

INDIVIDUAL OFFICE/RECEPTION AREA/COPY ROOMS

LIST OF DUTIES

DAILY: FIVE (5) DAYS PER WEEK

- EMPTY TRASH (REPLACE LINERS IF NECESSARY) WIPE DOWN CONTAINERS (FIVE DAYS PER WEEK MONDAY- FRIDAY)

WEEKLY:

- VACUUM CARPETING
- SPOT CLEAN CARPETING
- SWEEP/DAMP MOP (TILE AREAS)

MONTHLY:

- DUST
- SPOT CLEAN WALLS/PARTITIONS
- WIPE DOWN WINDOW SILLS
- DUST/REMOVE COBWEBS
- CLEAN BASEBOARDS

QUARTERLY:

- * CLEAN LIGHT FIXTURES/VENTS

SEMI-ANNUAL:

- MOP/WAX/BUFF (TILE AREAS)

ANNUAL:

- CLEAN VERTICAL BLINDS
- CLEAN WINDOWS (INSIDE)
- MOP/STRIP/WAX/BUFF TILE AREAS
- CLEAN CARPET

EQUIPMENT ROOMS 1ST & 12TH FLOORS

LIST OF DUTIES

DAILY: TWICE (2) DAYS PER WEEK

- EMPTY TRASH

WEEKLY:

- SWEEP/VACUUM (TILE AREAS)

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

SEMI-ANNUAL:

- MOP/WAX/BUFF (TILE AREAS)
- CLEAN RAISED FLOOR AREAS

ANNUAL:

- MOP/STRIP/WAX/BUFF (TILE AREAS)
- SPOT CLEAN WALLS

ESU BUILDING/RECEIVING DOCK/WAREHOUSE AREA

DAILY:

- REMOVE TRASH
- CLEAN BATHROOM PER EXHIBIT A PAGE 8 OF 10

WEEKLY:

- SWEEP/DAMP MOP (TILE AREAS)
- VACUUM CARPET (OFFICE AREA)

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- SPOT CLEAN WALLS
- DUST/REMOVE COBWEBS
- MOP/STRIP/WAX/BUFF (TILE AREA)
- CLEAN CARPET (OFFICE AREA)

GUARD HOUSE

LIST OF DUTIES

DAILY: SEVEN (7) DAYS PER WEEK

- EMPTY TRASH (REPLACE LINERS IF NECESSARY) WIPE DOWN CONTAINER

WEEKLY:

- SWEEP/DAMP MOP FLOORS

MONTHLY:

- * CLEAN WINDOWS (INSIDE AND OUTSIDE)

QUARTERLY:

- DUST/REMOVE COBWEBS
- SPOT CLEAN WALLS
- CLEAN BASBOARDS
- CLEAN WINDOWS

SEMI-ANNUAL:

- MOP/WAX/BUFF (TILE FLOOR)

ANNUAL:

- * MOP/.STRIP/WAX/BUFF (TILE FLOOR)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SPECIFICATIONS FOR JANITORIAL SERVICE

AIRPORT TRAFFIC TRACON BUILDING
ORLANDO INTERNATIONAL AIRPORT
ORLANDO, FLORIDA

1. SCOPE: The intent of the specifications is to outline the minimum requirements for janitorial services to be performed at the 14300 square foot Orlando TRACON Building. Exhibit A lists the rooms, services required, and frequency with which they are to be performed.
2. GENERAL INFORMATION: The building in which the work of the contract is to be performed is tenanted by Government officials and employees and is visited daily by many persons who are required to conduct business with the Government. For the protection of the building and its equipment and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence given to such practices by dirt in corners, mop slashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor and he will be required to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such request will result either in the corrective work being done by the Government employees and the cost charged to the Contractor, or in the termination of the contract, or both as provided elsewhere herein.
3. STANDARD OF SERVICES: The standard of cleanliness to be maintained will be at the discretion of the Airway Facilities Sector Field Office Manager or his/her designated representative. The Contractor will be required to attend a conference prior to the start of this contract with the Contracting Officer's Representative for the purpose of resolving the work schedule, the equipment supply lists, and any other part of the contract. The Contractor shall contact the Airway Facilities Sector Field Office Manager or his/her designated representative to determine the name of the individual who will represent the Government and arrange for the time of the pre-contract conference. Quarterly conferences will be held with the Contractor and Contract Officer's Representative to facilitate communication and eliminate any problems which may arise. Whenever the term "Building Superintendent is mentioned, it shall be construed to mean the Airway Facilities Sector Field Office Manager or his/her designated representative (Contracting Officer's Representative).
4. GOVERNMENT FURNISHED PROPERTY: Electrical power will be furnished by the Government from existing power outlets for the Contractor to operate such equipment as is necessary in the conduct of his work. The Government will also make available to the Contractor the use of hot and cold water, in the toilets and janitorial closet, in the amount necessary to accomplish the work.
5. CONTRACTOR FURNISHED PROPERTY: The Contractor will be required to furnish all mechanical and electrical apparatuses, carts, ladders, hand tools, cleaning and dusting materials, plastic bags, waxes, solvents, rags, steel wool, hand soap, hand towels, toilet paper and other supplies required including disinfectants, deodorizers, and insecticides. The Contractor shall submit a complete list of all such items that he intends to use prior to the start of this contract for the approval of the Contracting Officer's Representative. The Contractor shall also properly identify all equipment and maintain this equipment in proper working order.
6. SUPERVISION: If in the opinion of the Building Superintendent and the Contracting Officer, the supervision furnished by the Contractor is not satisfactory, the Contractor will be so notified in writing and will be placed on two week's notice to correct the supervisory deficiency. The Contractor is responsible to see that all scheduled work is accomplished either by being present or by periodic visits and inspections of the areas covered by the contract.

7. WORK SCHEDULE: This contract requires that the Contractor prepare and submit to the Building Superintendent for approval, a completed weekly schedule of all specified contractual work within two weeks of award of the contract. It may become necessary on occasion that the Contractor or his representative will be instructed to cease operation. Recognition shall be taken of this "stop work" order and the Contractor will not be penalized because the normal work which otherwise would have been accomplished during the interval has been neglected.

8. WORK REQUIREMENTS: The Air Traffic administrative offices must be cleaned between 2:00 p.m. and 4:30 p.m. Monday through Fridays. This is because these offices are kept locked during non-administrative duty hours. All other services shall be performed between the hours of 6:00 a.m. and 9:00 p.m. whenever possible.

NOTE: The Contractor shall inform himself/herself of the difficulties attendant upon the cleaning of security areas in the building covered by this contract and include in his/her bid all costs in connection herewith. The Control Rooms, Electronic Equipment Rooms, and Tower Cab are the security areas. The work performed in these areas is directed toward the control and separation of air traffic in the area. The importance of this operation cannot be over stressed. Interference of any kind by the Contractor, his/her employees, or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could result in the loss of human life.

A. General Requirements

(1) Clean all waste containers by washing or damp wiping inside and out at such a rate that all will be taken care of once each 30 days or more often if objectionable odor is present.

(2) The Ready Room shall be cleaned and all tables, stoves, sinks, etc. shall be wiped off with a damp cloth. Ash trays be washed thoroughly in soap and hot water. Also include wiping out all microwaves with a damp cloth.

(3) Contractor shall furnish adequate waste containers and plastic bags to accommodate all waste paper, bottles, cups, lunch/ready room garbage, etc. Containers shall be covered and placed in the location provided by the FAA. This waste shall be removed from the premises according to the collection schedule. All waste containers used in the building will be lined with plastic bags. All trash placed in dumpster will be in plastic bags and tied. All boxes will be broken down and flattened before placing in trash containers.

(4) The Contractor shall collect and remove from the building all packing material and empty shipping containers as directed by the Building Superintendent.

(5) The Contractor shall provide adequate supervision at all times to insure complete and satisfactory performance in accordance with the terms of the contract.

(6) The Contractor and his/her employees will be required to present an FAA Contractor identification badge for admission into the building and to wear identification pass during the time they are in the building. The Manager/supervisor and all employees of this contract will be required to undergo security background check and finger printing.

(7) The Contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the building and to parking in authorized spaces provided.

(8) The Contractor will be responsible for seeing that his/her employees do not displace papers on desks, open desk drawers or cabinets, or use telephones provided for official Government use. No personnel other than those actually performing or supervising the work to be done shall be allowed on the premises.

(9) Emergencies:

(a) In case of any emergency condition involving water leakage or flooding in a particular section of the building or other occurrences requiring immediate correction, the Contractor shall divert his/her force, or such part thereof as is necessary from their normal assigned duties to meet the condition.

(b) When the employees are no longer needed for the special work, they shall be directed by the Contractor to return to their normal work. No additional cost shall be charged the Government for the diversion of the Contractor's employees from their normal work to the special work; however, recognition shall be taken of the diversion and the Contractor will not be penalized because the normal work has not been accomplished.

(10) The Contractor shall also:

(a) Arrange for personnel to report fire, hazardous conditions and items in need of repair including dead lights, leaky faucets, toilet stoppages, etc.

(b) Be responsible for seeing that rooms in security areas are locked after cleaning and keys are returned to a designated recipient.

(c) Arrange with the Building Superintendent for the training and certification of sufficient laborers for the necessary operation of elevators to transport the Contractor's personnel, equipment, and supplies during the conduct of his/her work.

(11) Weekly work report:

To facilitate inspection by Government representatives, the Contractor shall submit a work report each week of the jobs performed that week. He/she shall also submit a report of all the work he proposes to do the coming week. These two reports must be submitted on the first working day of the new week (Monday, Tuesday, or whatever it may be).

(12) Storage space, janitor's closets and locker rooms:

(a) Space available in the building for storage purposes will be assigned to the Contractor for the storage of his/her bulk supplies and the equipment which he/she will use in performance of the work of the contract. He/she will be expected to keep this space in a neat and orderly condition.

(b) Janitor's closets may be used by the individual cleaners for storing mops, brooms, dust cloths and other items. It will be necessary that these closets and the stored equipment be kept scrupulously neat and clean; otherwise, fire and health hazards may be created. Odors and vermin could develop and be disseminated throughout the building.

(c) Failure to keep any of the facilities described above in a condition satisfactory to the Contracting Officer's Representative may result in the withdrawal of the privileges of using them or the Contracting Officer's Representative may have them cleaned and the cost of such work charged to the Contractor.

(d) The Government will not be responsible for damage to the Contractor's stored supplies, materials or equipment; the supplies, materials or equipment kept in janitor's closet; or the Contractor's employees' personal belongings occasioned by fire, theft, accident or otherwise.

B. Explanation of Terms

(1) Scrubbing:

Whenever it is stated that certain areas are to be scrubbed unless the scrubbing is otherwise described, it is intended that it be performed by machine or by hand with a brush. The building Superintendent will determine which method is used to satisfactorily scrub area. The area being scrubbed will be roped off and a warning sign posted.

(2) Mopping:

Whenever wet mop is referred to, it shall mean to use a mop and hot or warm water with detergent to remove grime and dirt from the floor and then using a mop and clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry. Damp mopping is similar to wet mopping except that the amount of water in the mop shall be reduced so as to prevent the running of water where it may damage adjacent areas not intended to be wetted.

(3) Floor washing:

This technique is used at facilities where there is rubber matting. This should be washed with hot soapy water and thoroughly dried, or if the mats are removable, taken up and washed outdoors and left to dry. After they are thoroughly dry they should be reinstalled on the facility floor making sure that the floor itself is thoroughly dry.

(4) Stripping:

Whenever stripping is referred to, it shall mean to strip waxed floor with suitable stripping agent using the proper stripping pad. Rinse the floor a minimum of two times using warm water and a clean mop and removing all old wax and debris from the floor. After every stripping operation, when the floor is thoroughly clean and dry, a minimum of three heavy coats of a heavy duty floor finish shall be applied with a clean mop. The mop used for waxing must be kept very clean and used for applying wax only. Also the mop used for rinsing floor must be kept very clean and used only for this purpose.

(5) Waxing:

Whenever waxing is referred to it shall mean to apply a minimum of one heavy coat of heavy duty wax with a clean mop used only for this purpose. Exception: After stripping a minimum of three heavy coats of this wax shall be applied.

(6) Buffing:

Whenever buffing is referred to it shall mean to spray buff with a minimum of one heavy coat of the proper wax. A final buff shall be made with a felt pad to give mirror finish on floors.

(7) Shampoo:

Whenever shampoo is referred to it shall mean to shampoo the carpets using suitable shampoo machine and a solution of commercial carpet/rug shampoo diluted ten parts warm water to one part shampoo. The carpet shall be vacuumed clean before shampooing. Care shall be taken to prevent saturation of carpet with water.

9. SPECIFICATIONS FOR JANITORIAL SERVICES REQUIRED IN EXHIBIT A:

A. Vacuum Carpet: Vacuum carpet with an industrial type vacuum cleaner. Furniture is not to be moved.

B. Shampoo Carpet: Shampoo the carpet using a suitable shampoo machine and a solution of commercial carpet/rug shampoo mixed with water in the ratio recommended by the shampoo manufacturer. The carpet shall be vacuumed clean before shampooing. Care shall be taken to prevent saturation of carpet with water.

C. Vacuum/Sweep Tile Floor: Keep floors clean either by sweeping or by vacuum cleaner. Care shall be taken to keep corners and areas adjacent to furniture and equipment clean.

D. Mop Floor: Mopping shall mean to use a mop and hot or warm water with detergent to remove grime and dirt from the floor and then using a mop with clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry.

E. Mop/Buf Tile Floor: Damp mop and polish the floor to remove traffic marks. Temper overall floor luster to uniform appearance.

F. Mop/Wax/Buf Tile Floor: Mop floors and add wax to heavily used areas and buff to produce an even, clean, and uniform appearance. Do not apply wax over soil, smudges or other marks.

G. Mop/Strip/Wax/Buf Tile Floor: Consists of planned and scheduled maintenance of floors by cleaning and removal of old wax and the application of wax and polishing the waxed area. Non permanent items will be moved from the area during waxing and returned after completion.

H. Clean Plumbing Fixtures and Mirrors: Remove residue from fixtures and clean and polish to present a cleaned and polished appearance. Mirrors shall be cleaned and wiped dry to leave a clean surface free of streaks or smudges.

I. Collect Paper and Trash: Remove trash from waste receptacles. Remove boxes or other materials left in disposal areas. Remove and dispose of trash in accordance with local requirements.

J. Spot-Clean Walls/Partitions: Remove smudge marks on surface by using appropriate cleaning products.

K. Clean Furniture: Duster damp wipe upholstered furniture. Wash un-upholstered furniture.

L. Replenish Soap and Paper: Refill liquid hand soap containers. Check soap dispensers for proper operation, clean as required. Provide soap bars as required. Paper dispensers will be refilled as required to provide availability.

M. Clean Light Fixtures and Spot-Clean Walls and Ceilings: Remove buildup from fixtures, ceiling and walls using appropriate cleaning methods.

N. Dust: Remove dust from furniture, window sills and other low surfaces. No electronic equipment will be dusted. Papers or working materials will not be disturbed during the dusting process.

O. Wash Windows (inside): Windows will be cleaned and left free of smudges or marks. Cleaning solutions used must not produce a film.

P. Wash Windows (outside): Same method as inside.

Q. Clean Venetian Blinds and/or Drapes: Wash blind slats and clean the tapes and cords by brushing with a stiff brush or by washing. Clean surface of drapes to keep dust free.

R. Clean Glass Walls: Remove dirt or smudges and leave surface clean and free of film.

S. Clean Glass Doors: Remove hand prints on metal and glass surfaces. Clean glass and leave free of film.

T. Clean Bright Metal: Clean and polish bright metal such as door knobs, door hand releases and trim.

U. Police: Pick up trash and dispose of in accordance with local requirements.

V. Vacuum or Sweep Floor: Vacuum exposed carpet with an industrial type vacuum cleaner. Furniture is not to be moved. Carpet under furniture is to be cleaned with a whiskbroom as needed. Sweep non carpeted floors using a push broom or vacuum cleaner.

W. Vacuum Wall Carpets: Vacuum exposed carpet with an industrial type vacuum cleaner. No equipment is to be moved to facilitate cleaning.

INDIVIDUAL OFFICE CLEANING

LIST OF DUTIES

DAILY:

- EMPTY TRASH (REPLACE LINERS IF NECESSARY) AND WIPE DOWN CONTAINER (FIVE DAYS PER WEEK, MONDAY – FRIDAY)

WEEKLY:

- VACUUM CARPETING
- SPOT LEAN CARPETING
- SWEEP/DAMP MOP (TILE AREAS)

MONTHLY:

- DUST
- SPOT CLEAN WALLS/PARTITIONS
- WIPE DOWN WINDOW SILLS
- REMOVE ANY COBWEBS FROM CORNERS
- CLEAN BASEBOARDS

QUARTERLY:

- MOP/WAX/BUFF (TILE AREAS)
- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- CLEAN VERTICAL BLINDS
- CLEAN CARPET
- CLEAN WINDOWS (INSIDE & OUTSIDE)
- MOP/STRIP/WAX/BUFF (TILED AREAS)

HALLWAY/CORRIDOR CLEANING

LIST OF DUTIES

DAILY: FIVE (5) DAYS PER WEEK

- VACUUM CARPET
- CLEAN AND POLISH WATER FOUNTAINS

WEEKLY:

- SPOT CLEAN CARPET
- SWEEP/DAMP MOP TILE AREAS

MONTHLY:

- SPOT CLEAN WALLS
- CLEAN BASEBOARDS
- DUST/REMOVE COBWEBS FROM CORNERS

SEMI ANNUAL:

- CLEAN CARPET
- MOP/WAX/BUFF (TILE FLOOR AREAS)

QUARTERLY:

- * CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- MOP/STRIP/WAX/BUFF (TILE FLOOR AREAS)
- CLEAN LIGHT FIXTURES/VENTS

BREAKROOM/LOCKER/SMOKE ROOM CLEANING

LIST OF DUTIES

DAILY: SEVEN (7) DAYS PER WEEK

- RESTOCK DISPENSERS (PAPER TOWELS)
- EMPTY TRASH (DISINFECT CANS AND REPLACE LINERS)
- SWEEP AND DAMP MOP FLOORS WITH DEODORIZED/DISINFECTANT WATER
- WIPE MICROWAVE OVENS
- WIPE SINK AND COUNTERTOPS
- SPOT CLEAN WALLS
- CLEAN ASHTRAYS (SMOKE ROOM)

WEEKLY:

- WIPE VENDING MACHINES, REFRIGERATORS, TABLES AND CHAIRS
- CLEAN BASEBOARDS
- DUST/REMOVE COBWEBS FROM CORNERS

MONTHLY:

- MOP/BUFF (TILE FLOORS)

SEMI-ANNUAL

- MOP/WAX/BUFF (TILE FLOORS)

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- MOP/STRIP/WAX/BUFF

LOBBY/ENTRANCE

LIST OF DUTIES:

DAILY: FIVE (5) DAYS PER WEEK

- VACUUM CARPETING
- SPOT CLEAN CARPETING
- SWEEP/DAMP MOP TILE AREA

WEEKLY:

- CLEAN GLASS WALLS/DOORS
- DUST/REMOVE COBWEBS
- CLEAN BASEBOARDS
- SPOT CLEAN WALLS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS
- MOP/BUFF (TILE AREAS)

SEMI-ANNUAL:

- MOP/WAX/BUFF (TILE AREAS)

ANNUAL:

- MOP/STRIP/WAX/BUFF (TILE AREAS)
- CLEAN CARPETING

EXTERIOR AREAS

DAILY: FIVE (5) DAYS PER WEEK

- POLICE FRONT AND BACK ENTRANCE AREA
- KEEP DUMPSTER AREA CLEAN AND FREE OF UNSIGHTLY TRASH

RESTROOMS

LIST OF DUTIES

DAILY: SEVEN (7) DAYS PER WEEK

- CLEAN AND SANITIZE TOILETS AND URINALS
- CLEAN AND SANITIZE SINKS
- CLEAN AND SANITIZE MIRRORS AND BRIGHT METALS
- RESTOCK PAPER TOWELS, TOILET TISSUE AND SOAP DISPENSERS
- EMPTY TRASH, REPLACE LINERS
- SWEEP/MOP FLOORS WITH DEODORIZED/DISINFECTANT WATER
- PLACE DEODORIZER BLOCKS IN URINALS (AS NEEDED)

WEEKLY:

- WIPE STALL PARTITIONS
- SPOT CLEAN WALLS
- DUST/CLEAN COBWEBS FROM CORNERS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS
- WIPE DOWN UNDERSINK PLUMBING

JANITORS CLOSET

MONTHLY:

- MOP FLOOR
- CLEAN PLUMBING FIXTURES
- SWEEP/VACUUM

ANNUAL:

- CLEAN LIGHT FIXTURES/VENTS

CONFERENCE/TRAINING ROOM

LIST OF DUTIES

DAILY: TWICE (PER WEEK)

- EMPTY TRASH (REPLACE LINERS IF NECESSARY) WIPE DOWN CONTAINERS
- CLEAN WHITE BOARDS

WEEKLY:

- VACUUM CARPET
- SPOT CLEAN CARPET

MONTHLY:

- SPOT CLEAN WALLS
- WIPE DOWN WINDOW SILLS
- DUST/CLEAN COBWEBS FROM CORNERS
- CLEAN BASEBOARDS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- CLEAN VERTICAL BLINDS
- CLEAN CARPET
- CLEAN WINDOWS (INSIDE AND OUTSIDE)

EQUIPMENT ROOMS

LIST OF DUTIES:

DAILY: TWICE (2) PER WEEK

- EMPTY TRASH

WEEKLY:

- SWEEP/VACUUM TILE AREAS

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

SEMI-ANNUAL:

- MOP/WAX/BUFF TILE AREAS

ANNUAL:

- MOP/STRIP/WAX/BUFF TILE AREAS
- SPOT CLEAN WALLS

STORAGE AREA/RECEIVING DOCK

LIST OF DUTIES:

DAILY:

- REMOVE TRASH

WEEKLY:

- SWEEP/VACUUM

QUARTERLY:

- CLEAN LIGHT FIXTURES/VENTS

ANNUAL:

- SPOT CLEAN WALLS
- REMOVE ANY COBWEBS FROM CORNERS
- MOP/STRIP/WAX/BUFF (TILE AREAS)

GUARD HOUSE

LIST OF DUTIES:

DAILY:

- EMPTY TRASH (REPLACE LINERS IF NECESSARY) WIPE DOWN CONTAINER

WEEKLY:

- SWEEP/DAMP MOP FLOORS

MONTHLY:

- CLEAN WINDOWS (INSIDE AND OUTSIDE)

QUARTERLY:

- DUST
- SPOT CLEAN WALLS
- REMOVE ANY COBWEBS FROM CORNERS
- CLEAN BASEBOARDS

FEDERAL DEPARTMENT OF TRANSPORTATION
AVIATION ADMINISTRATION

SPECIFICATIONS FOR GROUNDS MAINTENANCE
AIR TRAFFIC CONTROL TOWER (ATCT) ADMINISTRATIVE BUILDING
ORLANDO EXECUTIVE AIRPORT
ORLANDO, FLORIDA

SCOPE OF WORK:

A. Mowing

All grassed areas must be mowed at intervals as often as necessary to meet season requirements as may be dictated by rate of growth. Mowing must be accomplished no less than once each seven (7) days from April 1 to September 30, bi-weekly in October and monthly in November. All St. Augustine/Bitter Blue grass must be mowed at between two (2") and three (3") inches with a rotary reel or flail mower. At no time must more than one third of the leaf surface be removed in one mowing. Mowing must be performed within a specific work area and must be pursued within said specific area until all grass mowing, trimming, edging, raking and debris removal is completed. This is to assure that the said area has a finished appearance no later than the following regular workday after area mowing is completed. Remove all excessive grass blade clippings, and all clippings discharged onto paved areas, buildings, plant beds, glass or similar surfaces, and dispose of by the contractor. Estimated that 30 mowings a year will be required.

B. Edging

All walks, curbs, and edges of pavements and established bed lines of plant bed areas must be edged at least two (2) times per month, or more often as necessary to maintain a crisp, clean appearance, free of grass invasion.

C. Weeding

All Planting areas except grassed areas must be weeded frequently enough so that at no time must there be any weed exceeding a height or width of three (3) inches. No individual weed must remain more than ten (10) working days. Acceptable weed density, particularly in the growing season months, must not exceed three (3) weeds per square foot.

D. Pruning

All Pruning must be performed in accordance with good horticultural practice.

E. Trees

Corrective pruning must be performed only when necessary to maintain the natural shape and characteristics of the variety, unless otherwise directed. Interfering or crossed limbs and all suckers must be removed. All limb removal must be made flush to the trunk or limb from which it originates. All wounds must be treated with accepted tree paint. All old wounds that have not healed must be cleaned and repainted at least once a year. Aesthetic pruning must consist of the removal of dead and/or broken branches. Pruning must be performed as often as necessary a minimum of one (1) time per year, to have the trees appear neat and orderly at all times. Pruning must consist of balancing, infiltrating light, removal of dead wood harboring insects and disease and promotion of maximum health and growth.

F. Palms

Palms must be trimmed annually to remove broken or dead fronds, seed spathes and fronds, which have begun to yellow due to age.

G. Shrubs

Shrubs must be pruned in order to retain their natural form in proportionate size to each other and remove dead or broken branches. Shrubs must not be sheared.

H. Trimming

Grass and weeds around all trees and shrubs, at bases of buildings, and all other fixed objects must be trimmed on the same schedule as mowing. Trimming may be accomplished by hand, machine or other expeditious methods.

I. Raking

Hand or power raking, if necessary, must be accomplished on schedule to coincide with mowing.

J. Mulching

Mulching must be replenished no less than annually to maintain a layer of 2" – 3" on the soil surface. Areas to be mulched must include all ground-cover areas, shrub areas and Enplane Drive planters. Mulch must be cypress bark mulch, "B" or equal. Care must be exercised not to cover the plant. All materials and all equipment and labor necessary in the distribution and placing of the mulch must be the responsibility of the Contractor.

K. Trash and Debris Removal

The Contractor must perform complete policing and litter pick-up of all landscape areas. All debris, such as, but not limited to, papers, bottles, cans, sticks, palm fronds, leaves, grass clippings, and cigarette butts, must be removed from all areas before each mowing and whenever deemed necessary by the Contractor of FAA to maintain a neat, clean appearance.

All debris created during the maintenance procedure must be removed from the maintenance area, and must be disposed of by the Contractor.

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SPECIFICATIONS FOR GROUNDS MAINTENANCE

ORLANDO (ORL) OUTER MARKER
33RD STREET INDUSTRIAL PARK
BARTLETT BLVD
ORLANDO, FLORIDA

SCOPE OF WORK:

A. Mowing

All grassed areas must be mowed no less than once every (7) seven days from April 1 to September 30, no less than bi-weekly in October, and monthly in November. All Bahia grass must be mowed at between two (2") and three (3") inches with a rotary or flail mower. At no time must more than on third of the leaf surface be removed in one mowing. Mowing must be performed within a specific work area and must be pursued within said specific area until all grass mowing is complete. Estimate 30 mowings per year will be required.

B. Edging

All walks, curbs and edges of pavement and fence line must be edged at the time of each mowing in A above.

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SPECIFICATIONS FOR GROUNDS MAINTENANCE

RADAR BUILDING ASR -9
ORLANDO INTERNATIONAL AIRPORT
ORLANDO, FLORIDA

SCOPE OF WORK

A. Mowing

All grassed areas must be mowed at intervals as often as necessary to meet season requirements as may be dictated by rate of growth. Mowing must be accomplished no less than twice each month from April 1 to September 30 and once per month October 1 to March 30. All Bahia grass must be mowed at between two (2") and three (3") inches with a rotary or flail mower. At no time must more than one third of the leaf surface be removed in one mowing. Mowing must be performed within a specific work area and must be pursued within said specific area until all grass mowing is completed. Estimated that 18 mowings per year will be required.

BUSINESS DECLARATION

Tax Identification No.:

1. Name of Firm: _____
2. Address of Firm: _____
3. Telephone Number of Firm: _____
4. a. Name of Person Making Declaration _____
- b. Telephone Number of Person Making Declaration _____
- c. Position Held in the Company _____
5. Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American
- ☐ e. Other Minority (Specify) _____ ☐ f. Other (Specify) _____
- ☐ g. Female ☐ h. Male ☐ i. 8(a) Certified (Certification letter attached) ☐ j. Service Disabled Veteran Small Business
6. Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes ☐ b. No (If "NO," provide the name and telephone number of the person who has this authority.) _____
7. Nature of Business (Specify major services/products (NAIC)) _____
8. (a) Years the firm has been in business: _____ (b) No. of Employees _____
9. Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership
- ☐ c. Other (Explain) _____
10. Gross receipts of the firm for the last three years:
- | | | | |
|-------------------------|---------------------------|-------------------------|---------------------------|
| a.2. Year Ending: _____ | b.2. Gross Receipts _____ | a.1. Year Ending: _____ | b.1. Gross Receipts _____ |
| a.3. Year Ending: _____ | b.3. Gross Receipts _____ | a.3. Year Ending: _____ | b.3. Gross Receipts _____ |
11. Is the firm a small business? ☐ a. Yes ☐ b. No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING _____

ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.

12. a. Signature _____ b. Date: _____
- c. Typed Name _____ d. Title: _____

WD 05-2123 (Rev.-8) was first posted on www.wdol.gov on 07/07/2009

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2123
Revision No.: 8
Date Of Revision: 07/01/2009

State: Florida

Area: Florida Counties of Orange, Osceola, Seminole

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.22
01012 - Accounting Clerk II		13.72
01013 - Accounting Clerk III		15.34
01020 - Administrative Assistant		19.81
01040 - Court Reporter		17.28
01051 - Data Entry Operator I		11.18
01052 - Data Entry Operator II		13.25
01060 - Dispatcher, Motor Vehicle		17.17
01070 - Document Preparation Clerk		12.27
01090 - Duplicating Machine Operator		11.83
01111 - General Clerk I		11.55
01112 - General Clerk II		12.83
01113 - General Clerk III		14.40
01120 - Housing Referral Assistant		17.15
01141 - Messenger Courier		11.28
01191 - Order Clerk I		11.76
01192 - Order Clerk II		12.83
01261 - Personnel Assistant (Employment) I		13.72
01262 - Personnel Assistant (Employment) II		15.77
01263 - Personnel Assistant (Employment) III		17.03
01270 - Production Control Clerk		17.14
01280 - Receptionist		11.92
01290 - Rental Clerk		12.90
01300 - Scheduler, Maintenance		13.74
01311 - Secretary I		13.74
01312 - Secretary II		15.36
01313 - Secretary III		17.15
01320 - Service Order Dispatcher		14.87
01410 - Supply Technician		19.81
01420 - Survey Worker		15.33
01531 - Travel Clerk I		12.07
01532 - Travel Clerk II		12.60
01533 - Travel Clerk III		13.17
01611 - Word Processor I		13.70
01612 - Word Processor II		15.38
01613 - Word Processor III		17.20
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.45
05010 - Automotive Electrician		17.28
05040 - Automotive Glass Installer		16.36

05070 - Automotive Worker	16.36
05110 - Mobile Equipment Servicer	13.56
05130 - Motor Equipment Metal Mechanic	18.18
05160 - Motor Equipment Metal Worker	16.36
05190 - Motor Vehicle Mechanic	18.18
05220 - Motor Vehicle Mechanic Helper	13.10
05250 - Motor Vehicle Upholstery Worker	15.80
05280 - Motor Vehicle Wrecker	16.37
05310 - Painter, Automotive	17.92
05340 - Radiator Repair Specialist	16.36
05370 - Tire Repairer	10.83
05400 - Transmission Repair Specialist	18.18
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.42
07041 - Cook I	10.88
07042 - Cook II	12.39
07070 - Dishwasher	8.71
07130 - Food Service Worker	9.24
07210 - Meat Cutter	12.62
07260 - Waiter/Waitress	9.52
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.18
09040 - Furniture Handler	9.40
09080 - Furniture Refinisher	14.18
09090 - Furniture Refinisher Helper	11.04
09110 - Furniture Repairer, Minor	12.53
09130 - Upholsterer	14.18
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.22
11060 - Elevator Operator	9.83
11090 - Gardener	13.71
11122 - Housekeeping Aide	10.49
11150 - Janitor	10.71
11210 - Laborer, Grounds Maintenance	11.17
11240 - Maid or Houseman	9.55
11260 - Pruner	9.83
11270 - Tractor Operator	12.62
11330 - Trail Maintenance Worker	10.53
11360 - Window Cleaner	13.14
12000 - Health Occupations	
12010 - Ambulance Driver	14.84
12011 - Breath Alcohol Technician	15.61
12012 - Certified Occupational Therapist Assistant	23.81
12015 - Certified Physical Therapist Assistant	23.85
12020 - Dental Assistant	16.07
12025 - Dental Hygienist	30.66
12030 - EKG Technician	20.11
12035 - Electroneurodiagnostic Technologist	20.11
12040 - Emergency Medical Technician	14.84
12071 - Licensed Practical Nurse I	14.48
12072 - Licensed Practical Nurse II	16.19
12073 - Licensed Practical Nurse III	18.06
12100 - Medical Assistant	12.79
12130 - Medical Laboratory Technician	15.58
12160 - Medical Record Clerk	14.88
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	14.57
12210 - Nuclear Medicine Technologist	29.50
12221 - Nursing Assistant I	8.80
12222 - Nursing Assistant II	9.89

12223 - Nursing Assistant III	10.80
12224 - Nursing Assistant IV	12.10
12235 - Optical Dispenser	18.12
12236 - Optical Technician	16.81
12250 - Pharmacy Technician	15.85
12280 - Phlebotomist	12.10
12305 - Radiologic Technologist	22.03
12311 - Registered Nurse I	21.95
12312 - Registered Nurse II	26.86
12313 - Registered Nurse II, Specialist	26.86
12314 - Registered Nurse III	32.50
12315 - Registered Nurse III, Anesthetist	32.50
12316 - Registered Nurse IV	38.96
12317 - Scheduler (Drug and Alcohol Testing)	20.23
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.31
13012 - Exhibits Specialist II	21.33
13013 - Exhibits Specialist III	25.28
13041 - Illustrator I	19.67
13042 - Illustrator II	22.84
13043 - Illustrator III	28.56
13047 - Librarian	25.34
13050 - Library Aide/Clerk	12.77
13054 - Library Information Technology Systems Administrator	22.86
13058 - Library Technician	13.93
13061 - Media Specialist I	16.23
13062 - Media Specialist II	17.11
13063 - Media Specialist III	19.07
13071 - Photographer I	13.57
13072 - Photographer II	15.91
13073 - Photographer III	19.29
13074 - Photographer IV	23.54
13075 - Photographer V	28.55
13110 - Video Teleconference Technician	16.23
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.80
14042 - Computer Operator II	18.29
14043 - Computer Operator III	22.42
14044 - Computer Operator IV	24.72
14045 - Computer Operator V	27.37
14071 - Computer Programmer I	(see 1) 21.92
14072 - Computer Programmer II	(see 1) 26.84
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.80
14160 - Personal Computer Support Technician	24.72
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.06
15020 - Aircrew Training Devices Instructor (Rated)	33.90
15030 - Air Crew Training Devices Instructor (Pilot)	37.39
15050 - Computer Based Training Specialist / Instructor	30.03
15060 - Educational Technologist	28.07
15070 - Flight Instructor (Pilot)	37.39
15080 - Graphic Artist	22.58
15090 - Technical Instructor	19.12
15095 - Technical Instructor/Course Developer	23.39

15110 - Test Proctor	16.27
15120 - Tutor	16.27
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.37
16030 - Counter Attendant	9.37
16040 - Dry Cleaner	11.26
16070 - Finisher, Flatwork, Machine	9.37
16090 - Presser, Hand	9.37
16110 - Presser, Machine, Drycleaning	9.37
16130 - Presser, Machine, Shirts	9.37
16160 - Presser, Machine, Wearing Apparel, Laundry	9.37
16190 - Sewing Machine Operator	11.98
16220 - Tailor	12.61
16250 - Washer, Machine	9.95
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.39
19040 - Tool And Die Maker	18.76
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.20
21030 - Material Coordinator	17.14
21040 - Material Expediter	17.14
21050 - Material Handling Laborer	10.43
21071 - Order Filler	10.37
21080 - Production Line Worker (Food Processing)	13.20
21110 - Shipping Packer	11.88
21130 - Shipping/Receiving Clerk	11.88
21140 - Store Worker I	9.67
21150 - Stock Clerk	13.77
21210 - Tools And Parts Attendant	13.48
21410 - Warehouse Specialist	13.75
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.90
23021 - Aircraft Mechanic I	23.47
23022 - Aircraft Mechanic II	24.90
23023 - Aircraft Mechanic III	31.74
23040 - Aircraft Mechanic Helper	17.38
23050 - Aircraft, Painter	21.90
23060 - Aircraft Servicer	19.70
23080 - Aircraft Worker	21.10
23110 - Appliance Mechanic	16.48
23120 - Bicycle Repairer	12.47
23125 - Cable Splicer	24.89
23130 - Carpenter, Maintenance	16.72
23140 - Carpet Layer	17.76
23160 - Electrician, Maintenance	18.03
23181 - Electronics Technician Maintenance I	17.87
23182 - Electronics Technician Maintenance II	19.14
23183 - Electronics Technician Maintenance III	20.39
23260 - Fabric Worker	14.72
23290 - Fire Alarm System Mechanic	17.86
23310 - Fire Extinguisher Repairer	13.61
23311 - Fuel Distribution System Mechanic	19.15
23312 - Fuel Distribution System Operator	16.65
23370 - General Maintenance Worker	15.66
23380 - Ground Support Equipment Mechanic	21.60
23381 - Ground Support Equipment Servicer	18.14
23382 - Ground Support Equipment Worker	19.43
23391 - Gunsmith I	13.61
23392 - Gunsmith II	15.80
23393 - Gunsmith III	18.03

23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.94
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.33
23430 - Heavy Equipment Mechanic	17.78
23440 - Heavy Equipment Operator	16.92
23460 - Instrument Mechanic	16.99
23465 - Laboratory/Shelter Mechanic	16.92
23470 - Laborer	12.73
23510 - Locksmith	17.34
23530 - Machinery Maintenance Mechanic	19.66
23550 - Machinist, Maintenance	17.28
23580 - Maintenance Trades Helper	11.67
23591 - Metrology Technician I	16.99
23592 - Metrology Technician II	18.03
23593 - Metrology Technician III	19.08
23640 - Millwright	20.77
23710 - Office Appliance Repairer	18.26
23760 - Painter, Maintenance	14.70
23790 - Pipefitter, Maintenance	16.68
23810 - Plumber, Maintenance	15.85
23820 - Pneudraulic Systems Mechanic	18.03
23850 - Rigger	20.99
23870 - Scale Mechanic	15.80
23890 - Sheet-Metal Worker, Maintenance	17.37
23910 - Small Engine Mechanic	15.35
23931 - Telecommunications Mechanic I	20.07
23932 - Telecommunications Mechanic II	21.09
23950 - Telephone Lineman	18.35
23960 - Welder, Combination, Maintenance	16.83
23965 - Well Driller	17.53
23970 - Woodcraft Worker	18.03
23980 - Woodworker	12.97
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.67
24580 - Child Care Center Clerk	14.56
24610 - Chore Aide	8.38
24620 - Family Readiness And Support Services Coordinator	13.81
24630 - Homemaker	16.63
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.85
25040 - Sewage Plant Operator	19.63
25070 - Stationary Engineer	22.85
25190 - Ventilation Equipment Tender	13.45
25210 - Water Treatment Plant Operator	19.63
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.05
27007 - Baggage Inspector	10.98
27008 - Corrections Officer	18.26
27010 - Court Security Officer	19.12
27030 - Detection Dog Handler	16.11
27040 - Detention Officer	18.26
27070 - Firefighter	17.72
27101 - Guard I	10.98
27102 - Guard II	16.05
27131 - Police Officer I	23.43
27132 - Police Officer II	26.02
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.69

28042 - Carnival Equipment Repairer	12.42
28043 - Carnival Equipment Worker	9.56
28210 - Gate Attendant/Gate Tender	12.08
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	9.56
28515 - Recreation Specialist	11.83
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	16.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.23
29020 - Hatch Tender	19.23
29030 - Line Handler	19.23
29041 - Stevedore I	16.54
29042 - Stevedore II	20.59
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.15
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.24
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	26.69
30021 - Archeological Technician I	16.77
30022 - Archeological Technician II	19.07
30023 - Archeological Technician III	23.54
30030 - Cartographic Technician	23.24
30040 - Civil Engineering Technician	19.30
30061 - Drafter/CAD Operator I	16.77
30062 - Drafter/CAD Operator II	18.52
30063 - Drafter/CAD Operator III	20.92
30064 - Drafter/CAD Operator IV	25.74
30081 - Engineering Technician I	15.95
30082 - Engineering Technician II	17.72
30083 - Engineering Technician III	20.85
30084 - Engineering Technician IV	23.50
30085 - Engineering Technician V	28.65
30086 - Engineering Technician VI	34.77
30090 - Environmental Technician	16.52
30210 - Laboratory Technician	18.95
30240 - Mathematical Technician	24.18
30361 - Paralegal/Legal Assistant I	19.15
30362 - Paralegal/Legal Assistant II	22.24
30363 - Paralegal/Legal Assistant III	25.39
30364 - Paralegal/Legal Assistant IV	33.61
30390 - Photo-Optics Technician	23.24
30461 - Technical Writer I	19.45
30462 - Technical Writer II	23.79
30463 - Technical Writer III	27.19
30491 - Unexploded Ordnance (UXO) Technician I	22.34
30492 - Unexploded Ordnance (UXO) Technician II	27.03
30493 - Unexploded Ordnance (UXO) Technician III	32.40
30494 - Unexploded (UXO) Safety Escort	22.34
30495 - Unexploded (UXO) Sweep Personnel	22.34
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	20.92
30621 - Weather Observer, Senior (see 2)	23.24
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.19
31030 - Bus Driver	15.24
31043 - Driver Courier	13.30
31260 - Parking and Lot Attendant	8.29
31290 - Shuttle Bus Driver	15.10
31310 - Taxi Driver	10.99

31361 - Truckdriver, Light	15.10
31362 - Truckdriver, Medium	16.10
31363 - Truckdriver, Heavy	18.56
31364 - Truckdriver, Tractor-Trailer	18.56
99000 - Miscellaneous Occupations	
99030 - Cashier	9.94
99050 - Desk Clerk	12.38
99095 - Embalmer	20.05
99251 - Laboratory Animal Caretaker I	9.98
99252 - Laboratory Animal Caretaker II	10.48
99310 - Mortician	23.94
99410 - Pest Controller	15.34
99510 - Photofinishing Worker	11.37
99710 - Recycling Laborer	14.88
99711 - Recycling Specialist	17.34
99730 - Refuse Collector	13.54
99810 - Sales Clerk	13.26
99820 - School Crossing Guard	9.24
99830 - Survey Party Chief	17.68
99831 - Surveying Aide	12.13
99832 - Surveying Technician	16.63
99840 - Vending Machine Attendant	12.90
99841 - Vending Machine Repairer	16.51
99842 - Vending Machine Repairer Helper	13.05

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 5 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

CERTIFICATION OF INVOICE

I hereby certify, to the best of my knowledge and belief, that --

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

Contractor

Name

Contract Number

Title

Invoice Number

Date

PAST PERFORMANCE SURVEY

Solicitation No. DTFASO-09-R-00128

**Provide Janitorial and Trash Removal Services and Grounds Maintenance at the Orlando
Air Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), and
Radar Site, Orlando, Florida**

Page 1 of 5

To: _____ (Reference Name)
_____ (Company)
_____ (Telephone No.)
_____ (Fax No.)

The Federal Aviation Administration (FAA) is currently evaluating our company/firm, _____, for past performance and customer satisfaction. Since you are one of our past customers it would be greatly appreciated if you would take 5 or 10 minutes to complete the following information and **return to the (FAA) via facsimile to (404) 305-5774, Attn: Kiersten D. Sellers no later than October 16, 2009.**

If you have any questions or comments, feel free to contact me. Thank you in advance for your assistance.

Sincerely,

Please identify the project(s) that this company has performed for your organization, description, city, state, and approximate dollar value:

PAST PERFORMANCE SURVEY

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Respond to the following on a scale of 1 to 5, with 3 being average or acceptable, and 5 being best.

1. Did the contractor commit adequate resources in timely fashion to the contract to meet the requirements and to successfully solve problems? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. To what extent did the contractor respond positively and promptly to technical direction, contract change orders, etc.? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. How reliably did the contractor follow through on commitments? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4. To what extent did the contractor's management system provide visibility into problems and risks? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
5. How responsive do you think the contractor was to information requests, issues, or problems during the course of the contract? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
6. How effective has the contractor been in identifying user requirements? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
7. To what extent did the contractor have the ability to administer and manage the contract? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
8. To what extent did the contractor issue professional correspondence? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
9. How well did the contractor adhere to the Statement of Work? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
10. What was your level of satisfaction with the contractor's management and support staff? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
11. What was your level of satisfaction with the contractor's Supervisor(s)? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
12. To what extent did the contractor submit required reports and documentation in a timely manner 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

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13. To what extent were the contractor's reports and documentation accurate and complete?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
14. To what extent was the contractor's maintenance and problem tracking/reporting documentation timely, accurate and of appropriate content?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
15. To what extent did the contractor comply with safety requirements?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
16. What was your level of satisfaction with the contractor's overall quality of service?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
17. To what extent was the contractor effective in interfacing with the Government staff?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
18. What was your level of overall customer satisfaction?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
19. To what extent were the contractor's employees experienced and qualified?
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Respond: Yes or No.

20. Were there any cure notices issued? Yes: ____ No: ____
21. Was contractor pro-active? Yes: ____ No: ____
22. Did contractor suggest cost-saving changes? Yes: ____ No: ____
23. Would you recommend this contractor? Yes: ____ No: ____

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For Federal contracts:

24. Were there any Labor Department Investigations? Yes: ____ No: ____

24a. If yes, please describe reason and final outcome.

25. Were there any safety investigations? Yes: ____ No: ____

25a. If yes, please describe reason and final outcome.

26. Were there any security investigations? Yes: ____ No: ____

26a. If yes, please describe reason and final outcome.

27. Was there a partial or complete termination for default or convenience?

Yes: ____ No: ____

27a. If yes, please describe reason and final outcome.

28. Are there any pending terminations? Yes: ____ No: ____

29. What is/was the duration of the contract? _____

30. Were there any performance issues regarding the contractor's work? If yes, please describe.

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Please provide other comments:

Signature: _____

Company: _____

Date: _____